Karyn J. Keane

LSEM 53

10 September 2016

Time Management Journal

Prior to my arrival at Longwood University, I had heard rumors of the unmanageable workloads that college students face each year. I was warned numerous times about the dreaded “one hour in class equals two to three hours of studying” ratio. Wearing gravely serious expressions on their faces, high school teachers and guidance counselors told me that I would be thrown into a completely new world with a brand new set of academic expectations. It wasn’t that I didn’t believe them—I never expected college to be a cakewalk. I just underestimated how accurate their warnings would prove to be.

According to this week’s Toggl report, I spent 22 hours and 55 minutes studying and doing homework. Between this figure as well as the reported 13 hours I spent in class, it’s no wonder my life seems a little unbalanced. I seldom allow myself time to relax, pursue my interests, socialize with old friends, or meet new people. While academic success remains my first priority as a freshman in the Cormier Honors College, monitoring my activity for a week on Toggl has forced me to realize that I need to give myself more opportunities for free time.

Setting aside free time proves difficult for me. On the few occasions that I did abandon my studies for a short lunch or a shopping trip with a friend, I found myself feeling extremely nervous, as though I were wasting time that I could be using to finish schoolwork. While these levels of fear-induced motivation and academic drive have served me well thus far in life, the lack of free time they have caused is beginning to have an effect on me. Since arriving at college, I have not once picked up one of the books I intended to read for pleasure while here. In addition to not participating in activities that I already know and love, I have not tried many new things. I have ruled out several clubs and organizations due to my workload being too rigorous.

The most important message conveyed by my Toggl report is that I have devoted too little time to enjoying life. Despite focusing on my schoolwork nearly 24/7, I continue to feel stressed and anxious and never give myself time to channel that stress into a healthy, enjoyable outlet (exercise, recreation, reading, and so on). Clearly, what I have been doing is not working for me. Moving forward in my career at Longwood University, I will make a concerted effort to change my routine and give myself more time to relax and enjoy myself. I will schedule specific periods of time each day devoted solely to activities of this nature and will attempt to incorporate pleasurable rewards for studying and completing assignments (lunch at Einstein’s, seeing a movie with a friend, etc.) into my routine. Doing so will contribute to my overall happiness and productivity as a college student and help ensure that I have a successful first year at Longwood.

Weekly report 

2016-09-05 - 2016-09-11

Total 47 h 10 min

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Client - project** | **Sep 5** | **Sep 6** | **Sep 7** | **Sep 8** | **Sep 9** | **Sep 10** | **Sep 11** | **Total** |
| **Class** | **2:55:00** | **4:40:00** | **2:05:00** | **2:30:00** | **0:50:00** |  |  | **13:00:00** |
| Karynkeane | 2:55:00 | 4:40:00 | 2:05:00 | 2:30:00 | 0:50:00 |  |  | 13:00:00 |
| **Eating** | **1:15:00** | **1:10:00** | **1:30:00** | **0:55:00** | **1:00:00** |  |  | **5:50:00** |
| Karynkeane | 1:15:00 | 1:10:00 | 1:30:00 | 0:55:00 | 1:00:00 |  |  | 5:50:00 |
| **Fitness** | **1:15:00** |  |  |  |  |  |  | **1:15:00** |
| Karynkeane | 1:15:00 |  |  |  |  |  |  | 1:15:00 |
| **Interests** |  | **2:00:00** |  |  |  |  |  | **2:00:00** |
| Karynkeane |  | 2:00:00 |  |  |  |  |  | 2:00:00 |
| **Socializing** |  |  |  | **0:15:00** | **1:55:00** |  |  | **2:10:00** |
| Karynkeane |  |  |  | 0:15:00 | 1:55:00 |  |  | 2:10:00 |
| **Studying/homework** | **2:30:00** | **4:11:00** | **6:09:00** | **2:55:00** | **7:10:00** |  |  | **22:55:00** |
| Karynkeane | 2:30:00 | 4:11:00 | 6:09:00 | 2:55:00 | 7:10:00 |  |  | 22:55:00 |

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